

# HAZARD CONTROL PLAN AND WORK AUTHORIZATION

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This form is from MAQ-035

1. Describe the work to be performed (use continuation page if needed) or give procedure number, revision number, and title.

HCP-MAQ-Driving, R4

Title: Driving

Describes the hazards and mitigation when driving a government or personal vehicle on government business.

2. Describe potential hazards associated with the work (use continuation page if needed).

Motor vehicle accidents: driver could be in an accident caused by others or by own fault.

Weather conditions can greatly increase hazards.

Road hazards: construction and utility repair work, or dead trees or branches that fall and may block the roads.

Wash-outs: the decreased water retention of the watershed will allow more runoff, thus creating more road washouts and soil on the roadway after rains.

Driver distractions: driver can be distracted by things inside and outside the vehicle, such as the radio, climate controls, eating or drinking, people of opposite sex, conversations, and cell phone use.

3. For each hazard, list the likelihood and severity, and the resulting initial risk level (before any work controls are applied, as determined according to LIR300-00-01, section 7.2)

Motor vehicle accidents: improbable / catastrophic = medium

When poor weather conditions: improbable / catastrophic = medium

Road hazards: occasional / moderate = low

Wash-outs: occasional / moderate = low

Driver distractions: occasional / critical = medium

Overall *initial* risk: ☐ Minimal ☐ Low ☒ Medium ☐ High

4. Applicable Laboratory, facility, or activity operational requirements directly related to the work:

☐ None ☒ List:

Work Permits required? ☒ No ☐ List:

AM 617 "Government and Private Vehicles" for parking rules and associated penalties for parking violations, seat belt use, and vehicle operation.

LIR 402-1320-01, "Vehicle and Pedestrian Safety."

5. Describe how the hazards listed above will be mitigated (e.g., safety equipment, administrative controls, etc.):

Drivers must have a valid driver's license from state of residence and be at least 18 years of age.

Do not use a motorcycle during official Laboratory business.

Drivers and passengers must wear seat belts while in any vehicle on government business. (AM 617)

Maintain a safe following distance – the Smith System Defensive Driving Program recommends a four-second following distance. However, safe following distance will be modified by many parameters such as road conditions (snow, rain, ice, etc.), speed, visibility, traffic conditions, etc.

Do not exceed posted speed limits. Reduce your driving speed to adjust for driving conditions such as traffic density, visibility, traction, etc.

Do not drive if you are overly fatigued, dizzy, or on medication that may impair driving ability.

---- See continuation page ----

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6. Knowledge, skills, abilities, and training necessary to safely perform this work (check one or both):



Group-level orientation (per MAQ-032) and training to applicable procedure.



Other → Describe:

As required by procedure MAQ-032, all employees must read the document "General Safety and Security Information for All Employees" and any other info in the Employee Notebook which summarizes these hazards and their mitigation.

7. Any wastes and/or residual materials? (check one) ☐ None ☐ List:8. Considering the administrative and engineering controls to be used, the *residual* risk level (as determined according to LIR300-00-01, section 7.3.3) is (check one):

Minimal



Low



Medium (requires approval by Division Director)

9. Emergency actions to take in event of control failures or abnormal operation (check one):



None



List:

Provide first aid.

Call 911 for emergency help.

Report accidents to supervisor.

Report accidents to EM&amp;R at 667-6211.

Complete GSA Standard Form 91 and submit to group leader.

After this form is approved, perform the work safely. Identify opportunities for improvements in safety and report these to the safety officer or group leader.

Preparer(s) signature(s)

Name(s) (print)

/Position

Date

[NOTE: Training to a procedure constitutes authorization.] **If this work is NOT described by a procedure:** I have reviewed the safety of this proposed work with the group safety officer and I commit to follow safe practices when performing this work.

Employee signature

Name (print)

Date

Additional employee signature (optional)

Name (print)

Date

Additional employee signature (optional)

Name (print)

Date

**Group leader or safety officer review.**

I have reviewed the proposed work with 1) the preparer(s) and 2) employees who will perform the work (if not described in a procedure) and I believe the hazards and safety concerns have been adequately addressed. The work as described above is hereby authorized. This authorization expires one year after the date below.

Group leader or safety officer signature

Name (print)

Date

This plan will be revised according to MAQ-035. Group leader or safety officer: After completion, submit to group Records Coord.

**HAZARD CONTROL PLAN AND WORK AUTHORIZATION****Hazard Control Plan continuation page. Give item number being continued.**

Item 5 continued.

Use your mirrors to evaluate the traffic around you.

Use your turn signals to warn other drivers of your intentions.

Attend defensive driving training classes offered through the ES&H Training Group (PS-13) if regularly required to operate government vehicles as part of job . The project leaders are responsible for identifying employees who are required to take defensive driving training classes.

Emergency vehicles: Be ready for emergency vehicles to appear at any time.

Repair crews: Be ready for repair crews at any location.

Road hazards: Watch the road; be ready for road hazards at any time.

Wash-outs: Watch the road; be ready for road hazards at any time.

Driver distractions: Be aware of the ease with which you can be distracted by the radio, ventilation controls, and other people. Keep your attention outside the vehicle at all times. Never initiate cell phone calls while driving unless absolutely necessary. If safe to do so, pull over and park to finish phone conversations. It is recommended that you tell any callers to hang on until you can pull over to talk.